

The Tempe Way



MISSION:

To make Tempe the best place to live, work and play.

VALUES:

People... Integrity... Respect... Openness... Creativity... Quality...

HOMELESS COORDINATOR

Purpose:

To actively support and uphold the City's stated mission and values. Performs a full scope of work to coordinate homeless services and opportunities through both Federal, State and City homeless programs.

Supervision Received and Exercised:

Receives general supervision from the Deputy Development Services Manager - Housing Services; or from other supervisory or management staff.

Examples of Duties:

This class specification is intended to indicate the basic nature of positions allocated to the class and examples of typical duties that may be assigned. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.

Duties may include, but are not limited to, the following:

- Research, recommend, and develop programs that will reduce homelessness in the City of Tempe.
- Assist in planning, implementing, and evaluating programs and services.
- Develop policies, coordinate resources, monitor programs and expand financial resources.
- Serve as liaison between the City of Tempe, the U.S. Department of Housing and Urban Development, other state and public agencies and a variety of social service and private agencies.
- Write grants and respond to proposals to increase funding for homeless programs.
- Coordinate planning activities of local government (i.e. Consolidated Plan) with other federal funding sources.

CITY OF TEMPE

Homeless Coordinator (continued)

- Educate the public regarding homelessness in Tempe and how they can help address the issue.
- Monitor program activities and prepare written reports as needed.
- Participate in Continuum of Care activities.
- Report as required to the City Council, Council Subcommittees and other Departments and Agencies as needed.
- Oversee the implementation, evaluation and monitoring of the recommendations developed by the Homeless Task Force. Coordinate with other agencies as needed.
- Participate in the evaluation of homeless/social service/job training and employment programs serving Tempe residents.
- Oversee the activities of the Tempe Homeless Youth Resource Center.
- Prepare and maintain required records, files and reports of activities.

Experience and Training Guidelines:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Four years of progressively responsible experience managing human services and/or social service programs with emphasis on homeless programs.

Training:

Equivalent to a Bachelors degree from an accredited college or university with major course work in social work, human services, sociology, public administration, or a related field. A Master's degree in social work, sociology, human services, public administration, or a related field is preferred.

Licenses/Certifications:

This position is included in the City's classified service, pursuant to City of Tempe Personnel Rules and Regulations, Rule 1, Section 104.

Job Code: 5225

Salary Range: 31

Compensation Plan: P40/Regular

CITY OF TEMPE
Homeless Coordinator (continued)

FLSA: Exempt